

1 February 1954

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STAFF CONFERENCE

Minutes of Meeting Held in Director's
Conference Room, Administration Building
Monday, 1 February 1954, at 11 Hours

Mr. Dulles Presiding

Lieut. Gen. Charles P. Cabell, Deputy Director of Central Intelligence
Robert Amory, Jr., Deputy Director for Intelligence
Col. Lawrence K. White, Acting Deputy Director for Administration
Lyman B. Kirkpatrick, Inspector General

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[redacted] Acting Assistant Director for Communications
[redacted] Acting Assistant Director for Operations
Otto E. Guthe, Assistant Director for Research and Reports
Sherman Kent, Assistant Director for National Estimates
Huntington D. Sheldon, Assistant Director for Current Intelligence
H. Marshall Chadwell, Assistant Director for Scientific Intelligence
James Q. Reber, Assistant Director for Intelligence Coordination
James M. Andrews, Assistant Director for Collection and Dissemination
Col. Matthew Baird, Director of Training
Col. Sheffield Edwards, Director of Security
George E. Meloon, Acting Assistant Director for Personnel
Edward R. Saunders, Comptroller

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[redacted] Auditor-in-Chief
James Garrison, Chief of Logistics
John Warner, Acting General Counsel
Richard Helms, Chief of Operations, DD/P

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[redacted] Chief, Planning & Program Coordination Staff
[redacted] Chief for Technical Support
[redacted] Chief of Administration, DD/P
[redacted] representing Chief, FI

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[redacted]
Dr. John R. Tietjen, Chief, Medical Staff

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[redacted] General Services Office
[redacted] Active Assistant to the Director
[redacted] Assistant to the Director
[redacted] Assistant to the Director

1. Assignment of A Special Assistant to the Director for Plans and Coordination

Mr. Dulles announced that Mr. Richard Bissell would be assigned as Special Assistant to the Director for Plans and Coordination. He outlined Mr. Bissell's distinguished career and stated that he was admirably suited for his position. His office will be in the Administration Building and he will be closely affiliated with the Project Review Committee. Mr. Dulles stated that he had felt a need, particularly on the covert side of the shop, separated from smaller immediate problems, for top level, long range planning. Mr. Bissell will probably report on his activities at the next Assistant Directors' Meeting.

2. Security Turn Downs

General Cabell said that he had received several inquiries regarding the degree of finality on security turn downs on both regular employees and consultants. He said there is an avenue of appeal open to those in authority. He said the individual should not be notified of his rejection until the appeal, if any, is acted upon. Mr. Dulles added that this also applied to people already assigned to us when information developed which causes a security turn down. The Deputy Director responsible will be advised by the Director of Security of the new developments. This Deputy is then responsible for discussing the matter with the appropriate Assistant Director. If the Deputy agrees to the termination without issue, the man will be terminated. If there is a divergence of views, either the DDCI or DCI will be consulted. Mr. Dulles said that such arrangements should also apply to projects.

3. Growth of Files

Mr. Kirkpatrick outlined the problems connected with the rapid growth of the volume of our files. He said that a task force is being named to study the problem and educate those who work with files.



5. Budget Problems for Fiscal Year 1954

Mr. Saunders reported that CIA will not nearly use its FY 1954 budget unless "things pick up." Colonel White said that it could be seen that obligations were not consistent with the budget in the first quarter of the fiscal year. One segment of the Agency used 29% of its prompt action is needed and that those who require additional funds should say so, and those who do not need as much as their budget should also make this information known. He said we should not have one segment of the Agency holding back for financial reasons while another segment has more money than it needs. Mr. Dulles again cautioned that we must operate with utmost economy. He recognized that it is more difficult to budget CIA than other departments which are more stable in projects and people.

*allotment in
the quarter
while
another said
only about 14%
He said*

6. Administration Support

Mr. Dulles said that he had discussed with the President CIA's activities in connection with certain aspects of intelligence coordination. He said the President was very interested, gave several constructive suggestions.